

Policies - Design Works - Camps for Kids and Teens

Hours of operation

Our doors open at 7:45 a.m. and close at 5:00 p.m. *There is a \$10 Late Pick-up Fee for children picked-up after 5 p.m. (within the first half hour) and \$10 for every half hour after.*

If there is any reason why you need to drop your child off earlier or pick them up later, WE MUST BE NOTIFIED BEFOREHAND, and we will try to make arrangements. Also, **please let us know if you will be late dropping-off your child.** If you do not notify us, we will endeavor to contact you using the contact information supplied.

Illness and/or Injury / Health Conditions

Parents/guardians should not send their child to camp if s/he is ill. Due to new Public Health illness tracking forms, parents must also inform the UNB Art Centre of the type of illness that caused the child's absence, e.g.: cold, flu, diarrhea, etc. Parents/guardians must inform the UNB Art Centre if a child contracts a contagious disease as soon as diagnosis is made.

Parents/guardians must complete the medical portion of this form before UNB Art Centre staff can help administer any medication to a child (assist only). Parents will be expected to pick up, as soon as possible, a child that becomes ill or injured at the UNB Art Centre. Also, please let the UNB Art Centre know on the Parental Form of any health conditions & related medications.

Allergies: Please note that due to severe allergies, we **cannot allow shellfish and nuts of any kind (including their products, such as peanut butter etc) at the camps.** Thank you for your cooperation. We also recommend that children with severe allergies or health conditions wear a MedicAlert bracelet. Camp staff should also be informed as to whether an auto-injector may be required and the Anaphylaxis Emergency Plan form should be completed (last page).

Emergency Transportation Policy

If at any time, due to circumstances such as injury or sudden illness, medical treatment is necessary, I (we) authorize the staff of the UNB Art Centre to take whatever emergency measures are necessary for the protection of my (our) child while in their care. I understand that this may involve applying first aid, calling emergency personnel, a physician or nurse, carrying out the instructions given, and/ or transporting my (our) child to a hospital via an emergency vehicle. I understand that this may be done prior to contacting me (us) and that any expenses incurred for such treatment, including emergency transportation, is my (our) responsibility.

Behavioral Policy

The University of New Brunswick is committed to providing a positive learning and working environment, one in which all members of its community are respectful and respected as individuals. The UNB Art Centre adheres to this policy. Our camps are designed to be fun, engaging, social and educational. Behavior problems (including bullying, harassment, and violence) will not be tolerated. In the event that a student is deemed by the instructor to be exhibiting inappropriate behavior, the student's parent/guardian will be contacted, and if resolution cannot be accomplished, the student will be removed from the class.

Refund/Withdrawal Policy

Participants wishing to withdraw from a Design Works Camp must do so by telephone or in writing to the College of Extended Learning. A full refund of tuition minus a \$50 processing fee will be issued if withdrawals are made before June 1st. Withdrawals made after June 1st will receive a 50% refund. There are no refunds for withdrawals made five business days before the beginning of a camp, except for medical reasons. All medical requests must be made in writing and be fully supported and documented by a practicing physician with the Medical Association.